

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

ENROLLMENT SPECIALIST

Role Title: Health Care Compliance Specialist I

Position: #W0128

HOURLY POSITION – NO STATE BENEFITS

Pay Band 4, Level I Hiring Range: \$15.37 - \$24.00 per hour

Closing Date: February 23, 2015

Program Operations Division seeks self-starter to provide unit support for enrollment and eligibility issues. This position is responsible for certain critical functions that ensure accurate enrollment and other actions in the Medicaid Management Information System (MMIS), responding to eligibility and enrollment inquiries, and maintaining the vendor mailing file. The successful candidate must have considerable knowledge of publicly administered assistance programs, including Medicaid and FAMIS. Requires demonstrated ability to interpret and communicate policies, regulations, and procedures. Must have experience with automated data systems and analysis of business needs. Prefer systems experience with VaCMS, MMIS and Oracle database. Must have working knowledge of management and administrative controls. Requires experience developing and editing correspondence, and have ability to communicate effectively both orally and in writing. Prefer college graduate with major coursework in human services, health care, or business administration. **This is an hourly position with no state benefits limited to 1500 hours per year, no more than 29 hours per week.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA